INTERNAL ORDER CROSSWALK REPORT
JOB AID FN-12 | ZNCFSXWLK

FN

The purpose of this Job Aid is to demonstrate the use of transaction code ZNCFSXWLK to produce an Internal Order Crosswalk Report.

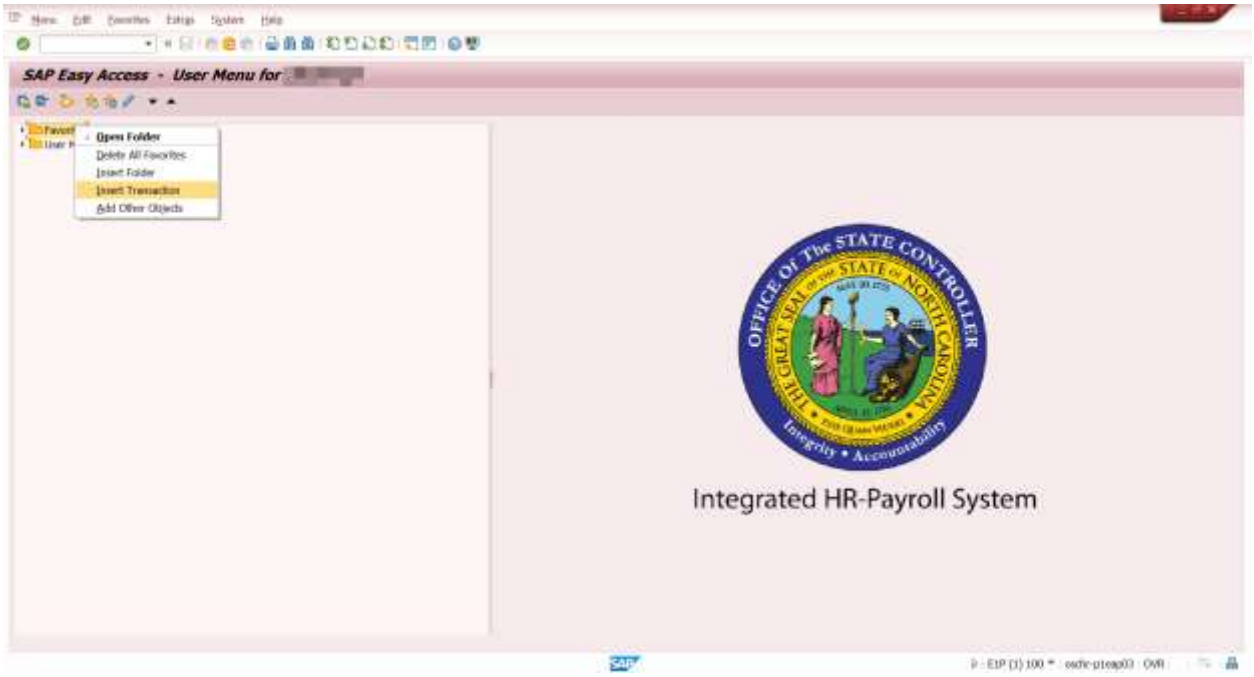
T-Code ZNCFSXWLK (Internal Order Crosswalk Report)

The ZNCFSXWLK transaction code used in the Integrated HR-PY System to run the Internal Order Crosswalk Report. The transaction code will generate an online report that will provide the crosswalk of the current and new Internal Order Descriptions to the NCFS segments. ***The Internal Order Description is the link between the NCFS General Ledger Account Segment postings, and the payroll expenses generated from HR-PY Integrated System.*** This information will aid users in reconciling payroll data between the Integrated HR-PY System and NCFS.

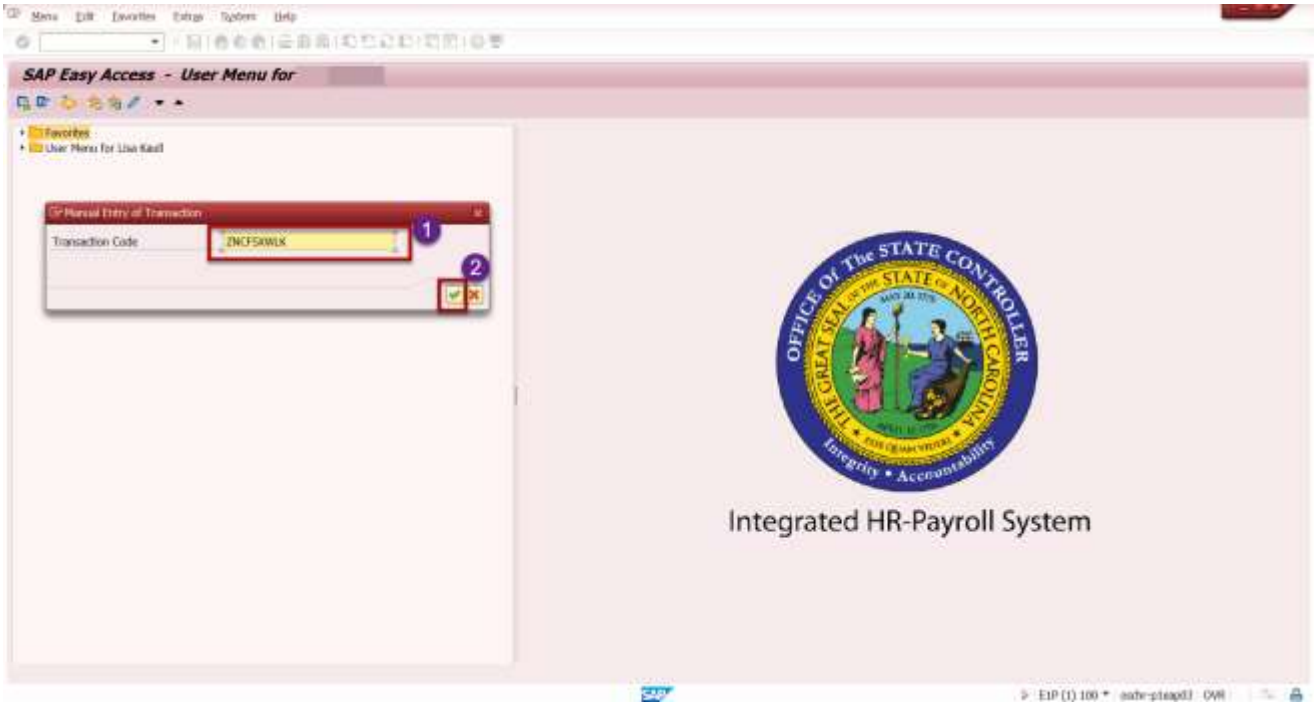
Access to the ZNCFSXWLK t-code is controlled by Security. Agencies will only be able to view their Agency's specific Internal Order Descriptions.

T-Code: ZNCFSXWLK

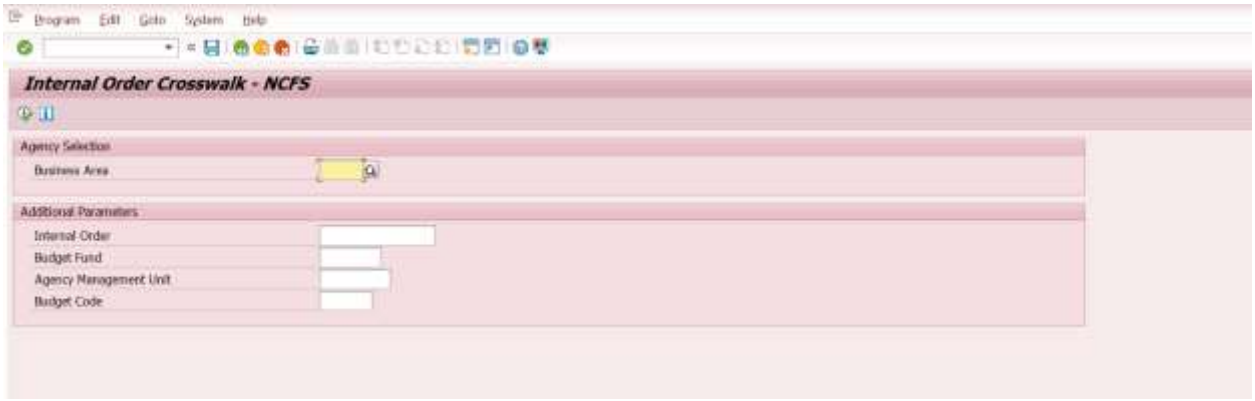
Users can add the ZNCFSXWLK transaction code by first right clicking on their top-level Favorites folder or personal User Menu folder, then selecting Insert Transaction from the drop-down menu.



Then enter ZNCFSXWLK into the Transaction Code box and click the green check icon.

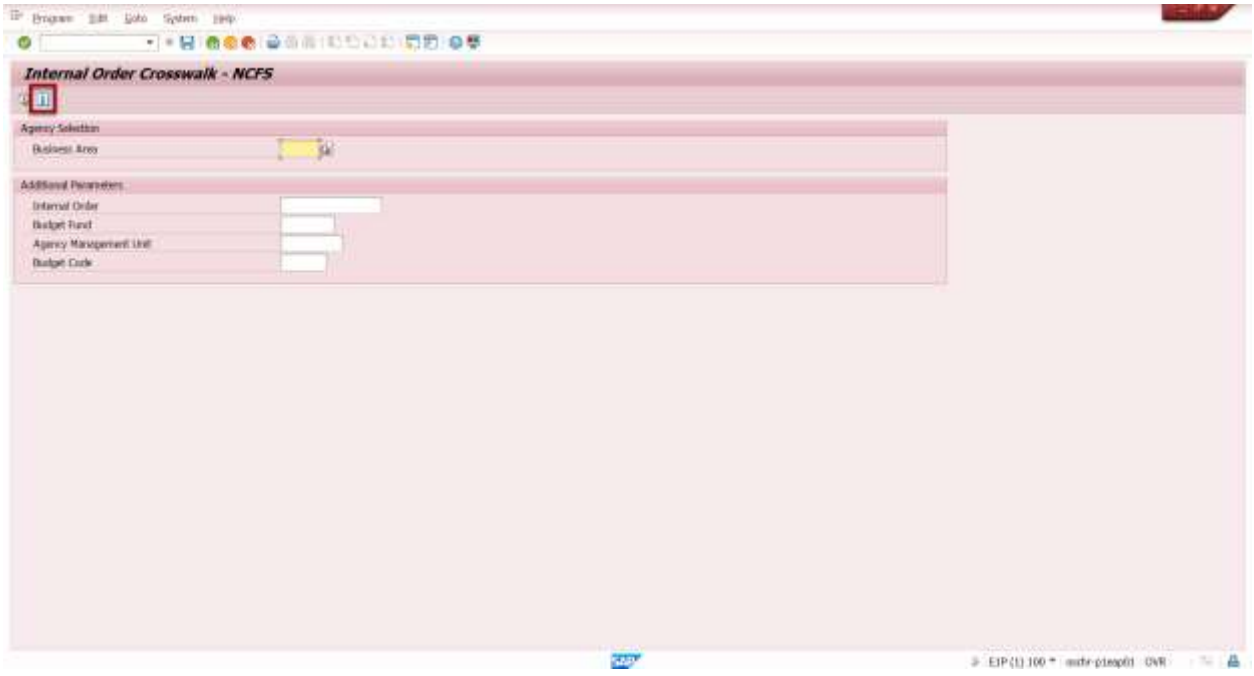


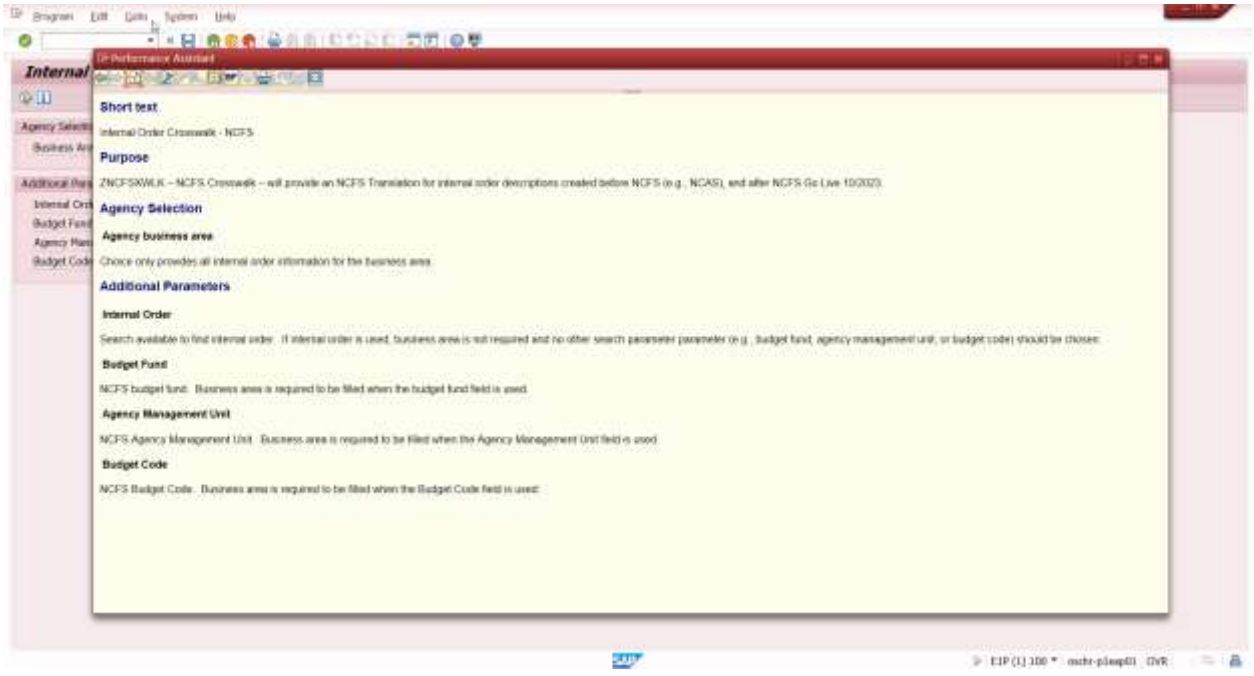
After the Transaction Code appears, click on it and the initial screen will appear as follows:



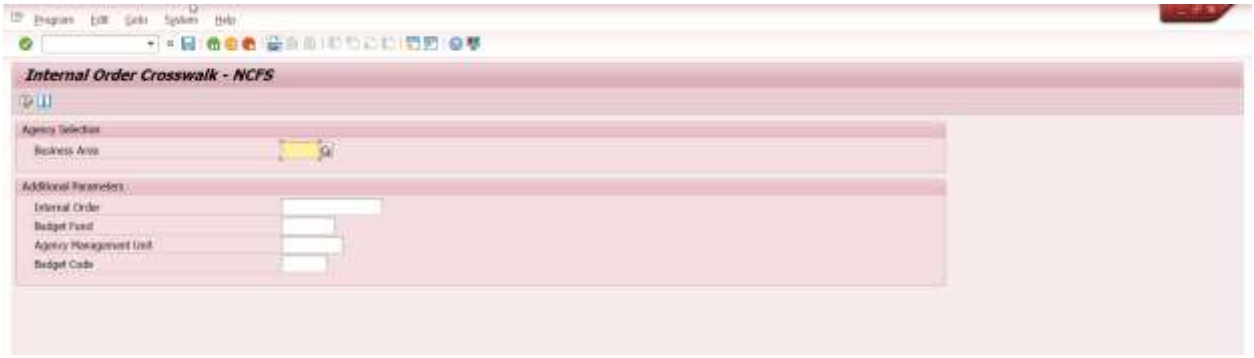
Note that only the Business Area (under Agency Selection) and Internal Order field (under Additional Parameters) have match codes on screen.

Clicking the icon under the report name will assist the user in providing information about what data should be entered into each field on the initial screen.

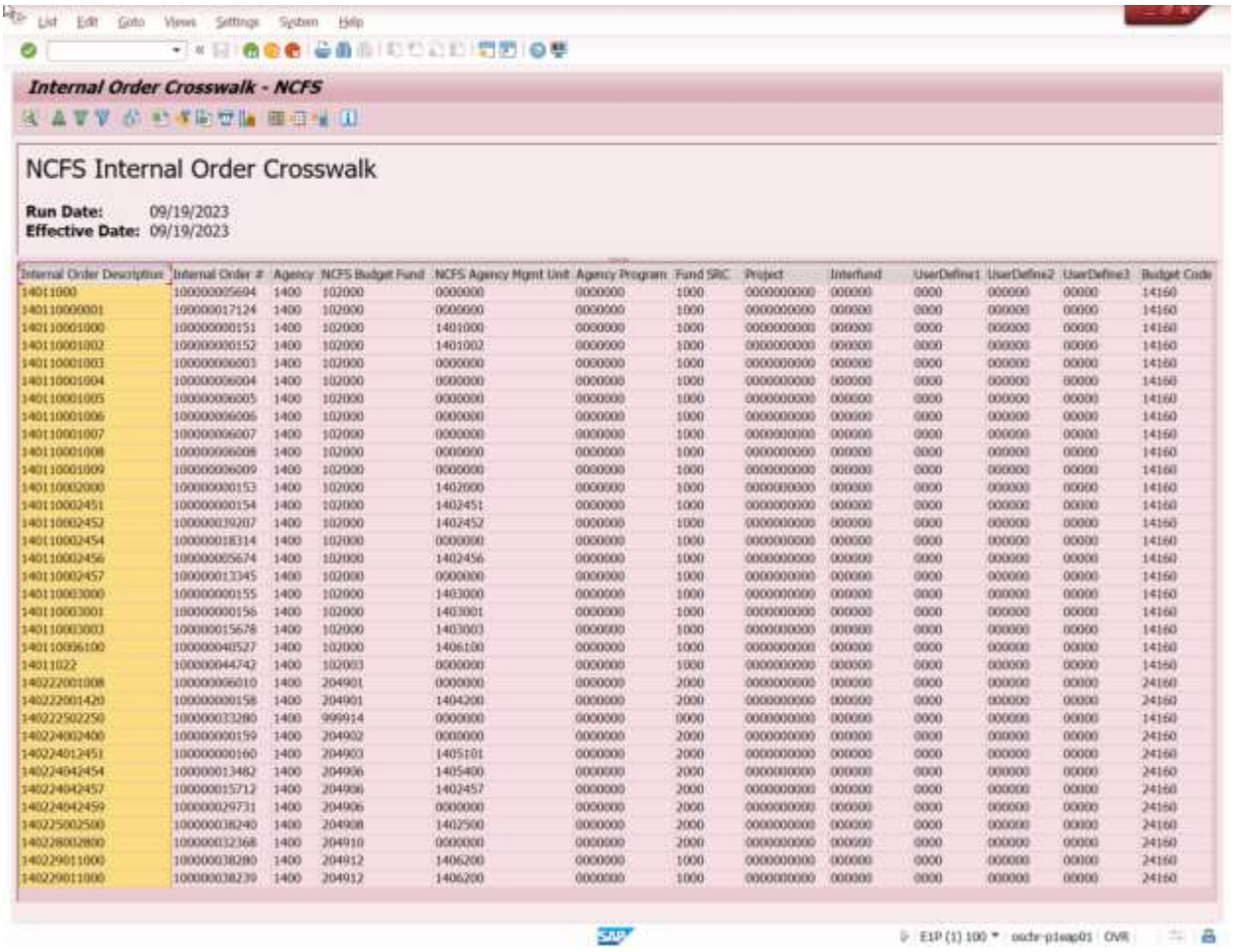

Internal Order Crosswalk - NCFS
Agency Selection
Business Area
Additional Parameters
Internal Order
Budget Fund
Agency Management Unit
Budget Code


Short text
Internal Order Crosswalk - NCFS
Purpose
Agency Selection
Agency business area
Additional Parameters
Internal Order
Budget Fund
Agency Management Unit
Budget Code

If the user inputs only their Business Area, they will get a complete listing of all Internal Order Numbers for that Business Area:

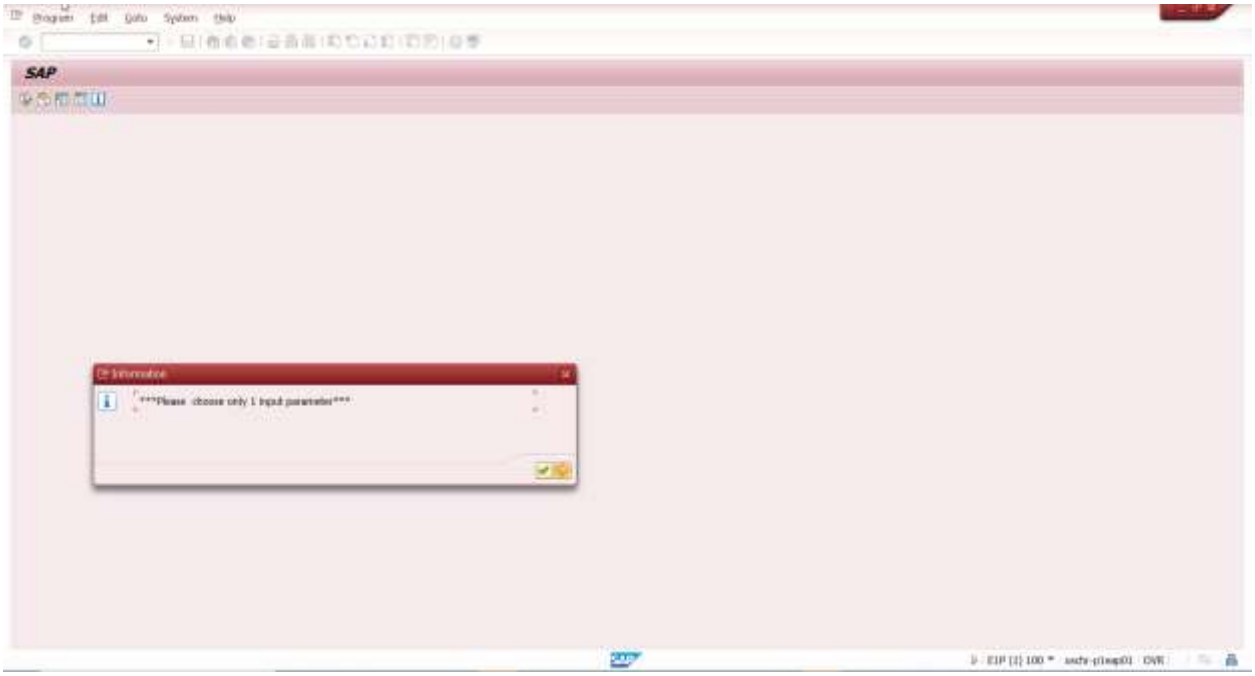


These are the results after clicking the Enter icon:

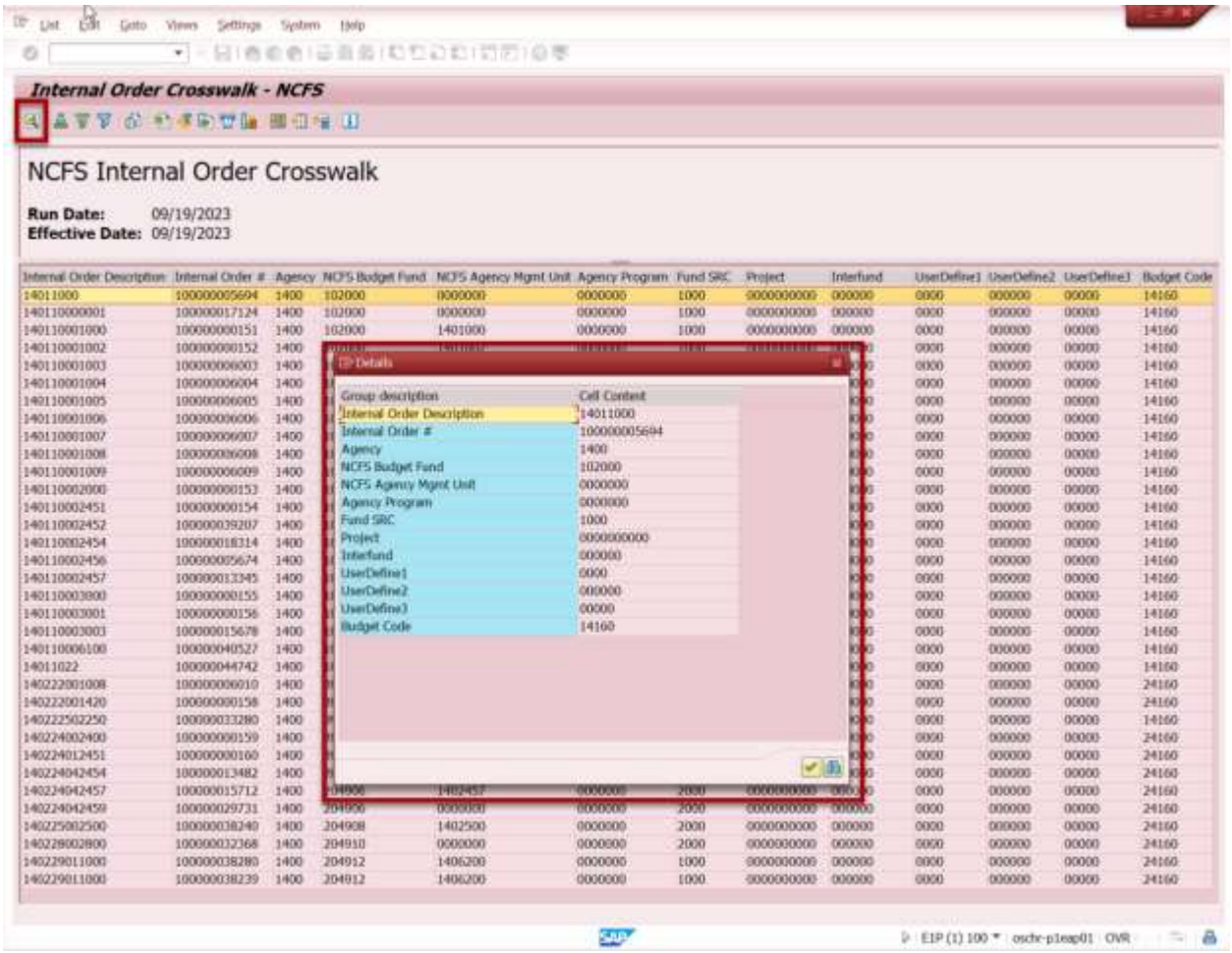


Internal Order Description	Internal Order #	Agency	NCFS Budget Fund	NCFS Agency Mgmt Unit	Agency Program	Fund SRC	Project	Interfund	UserDefine1	UserDefine2	UserDefine3	Budget Code
14011000	100000005694	1400	102000	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110000001	100000017124	1400	102000	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110001000	100000000151	1400	102000	1401000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110001002	100000000152	1400	102000	1401002	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110001003	100000006003	1400	102000	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110001004	100000006004	1400	102000	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110001005	100000006005	1400	102000	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110001006	100000006006	1400	102000	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110001007	100000006007	1400	102000	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110001008	100000006008	1400	102000	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110001009	100000006009	1400	102000	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110002000	100000000153	1400	102000	1402000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110002451	100000000154	1400	102000	1402451	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110002452	100000039207	1400	102000	1402452	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110002454	100000018314	1400	102000	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110002456	100000005674	1400	102000	1402456	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110002457	100000013345	1400	102000	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110003000	100000000155	1400	102000	1403000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110003001	100000000156	1400	102000	1403001	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110003003	100000015678	1400	102000	1403003	0000000	1000	0000000000	000000	0000	000000	00000	14160
140110006100	100000040527	1400	102000	1406100	0000000	1000	0000000000	000000	0000	000000	00000	14160
14011022	100000044742	1400	102003	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
140222001008	100000006010	1400	204901	0000000	0000000	2000	0000000000	000000	0000	000000	00000	24160
140222001420	100000000158	1400	204901	1404200	0000000	2000	0000000000	000000	0000	000000	00000	24160
140222502250	100000033280	1400	999914	0000000	0000000	0000	0000000000	000000	0000	000000	00000	14160
140224002400	100000000159	1400	204902	0000000	0000000	2000	0000000000	000000	0000	000000	00000	24160
140224012451	100000000160	1400	204903	1405101	0000000	2000	0000000000	000000	0000	000000	00000	24160
140224042454	100000013482	1400	204906	1405400	0000000	2000	0000000000	000000	0000	000000	00000	24160
140224042457	100000015712	1400	204906	1402457	0000000	2000	0000000000	000000	0000	000000	00000	24160
140224042459	100000029731	1400	204906	0000000	0000000	2000	0000000000	000000	0000	000000	00000	24160
140225002500	100000038240	1400	204908	1402500	0000000	2000	0000000000	000000	0000	000000	00000	24160
140228002800	100000032368	1400	204910	0000000	0000000	2000	0000000000	000000	0000	000000	00000	24160
140229011000	100000038280	1400	204912	1406200	0000000	1000	0000000000	000000	0000	000000	00000	24160
140229011000	100000038239	1400	204912	1406200	0000000	1000	0000000000	000000	0000	000000	00000	24160

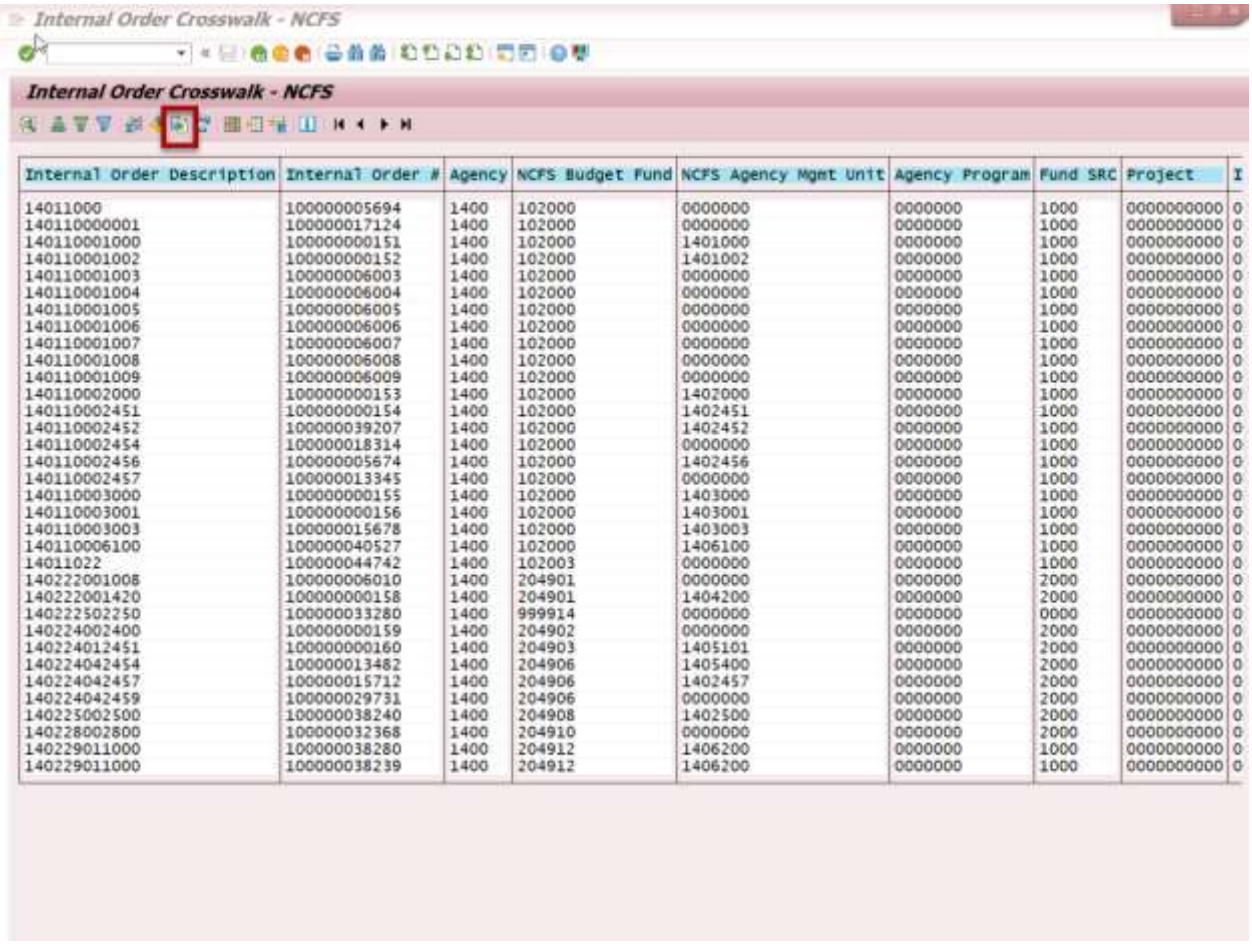
The Business Area **and/or** Internal Order are required fields. Also, if the user wishes to use any of the following Additional Parameters: Budget Fund, Agency Management Unit or Budget Code, the Business Area must also be input. If the user tries to input more than one parameter in the Additional Parameters section of the Input screen, they will receive a pop-up error message to only input 1 Additional Parameter.



To see a specific line detail, click the Magnifying Glass icon:

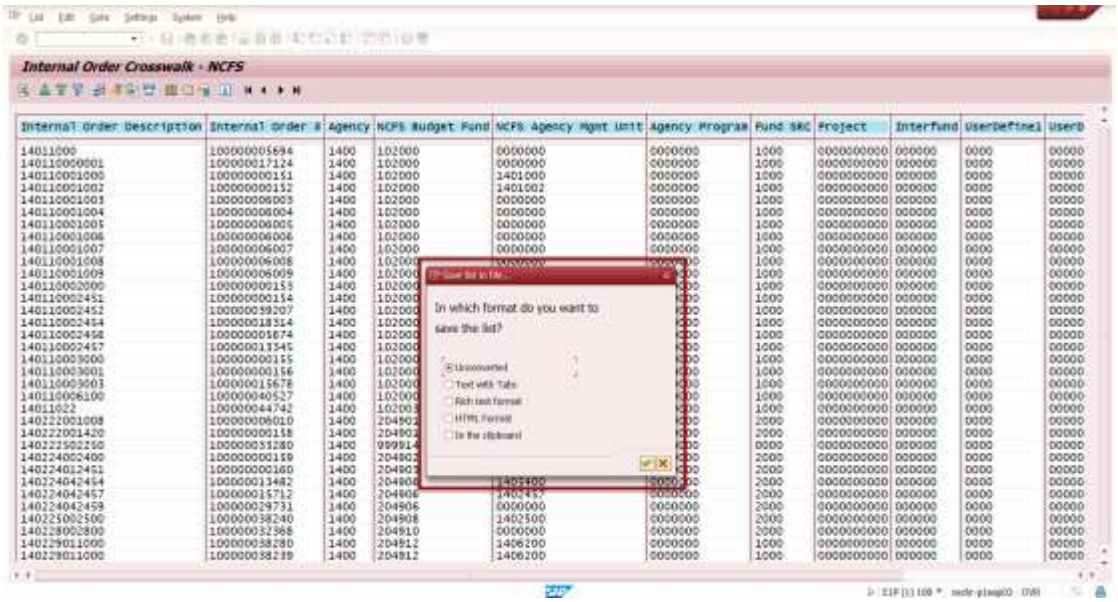


Clicking on the Print Preview icon will bring up the report in a tabular format for a sharper visual presentation. This format can then be exported into Excel, if desired, by selecting the Local File icon.



Internal Order Description	Internal Order #	Agency	NCFS Budget Fund	NCFS Agency Mgmt Unit	Agency Program	Fund SRC	Project	I
14011000	100000005694	1400	102000	0000000	0000000	1000	0000000000	0
140110000001	100000017124	1400	102000	0000000	0000000	1000	0000000000	0
140110001000	100000000151	1400	102000	1401000	0000000	1000	0000000000	0
140110001002	100000000152	1400	102000	1401002	0000000	1000	0000000000	0
140110001003	100000006003	1400	102000	0000000	0000000	1000	0000000000	0
140110001004	100000006004	1400	102000	0000000	0000000	1000	0000000000	0
140110001005	100000006005	1400	102000	0000000	0000000	1000	0000000000	0
140110001006	100000006006	1400	102000	0000000	0000000	1000	0000000000	0
140110001007	100000006007	1400	102000	0000000	0000000	1000	0000000000	0
140110001008	100000006008	1400	102000	0000000	0000000	1000	0000000000	0
140110001009	100000006009	1400	102000	0000000	0000000	1000	0000000000	0
140110002000	100000000153	1400	102000	1402000	0000000	1000	0000000000	0
140110002451	100000000154	1400	102000	1402451	0000000	1000	0000000000	0
140110002452	100000039207	1400	102000	1402452	0000000	1000	0000000000	0
140110002454	100000018314	1400	102000	0000000	0000000	1000	0000000000	0
140110002456	100000005674	1400	102000	1402456	0000000	1000	0000000000	0
140110002457	100000013345	1400	102000	0000000	0000000	1000	0000000000	0
140110003000	100000000155	1400	102000	1403000	0000000	1000	0000000000	0
140110003001	100000000156	1400	102000	1403001	0000000	1000	0000000000	0
140110003003	100000015678	1400	102000	1403003	0000000	1000	0000000000	0
140110006100	100000040527	1400	102000	1406100	0000000	1000	0000000000	0
14011022	100000044742	1400	102003	0000000	0000000	1000	0000000000	0
140222001008	100000006010	1400	204901	0000000	0000000	2000	0000000000	0
140222001420	100000000158	1400	204901	1404200	0000000	2000	0000000000	0
140222502250	100000033280	1400	999914	0000000	0000000	0000	0000000000	0
140224002400	100000000159	1400	204902	0000000	0000000	2000	0000000000	0
140224012451	100000000160	1400	204903	1405101	0000000	2000	0000000000	0
140224042454	100000013482	1400	204906	1405400	0000000	2000	0000000000	0
140224042457	100000015712	1400	204906	1402457	0000000	2000	0000000000	0
140224042459	100000029731	1400	204906	0000000	0000000	2000	0000000000	0
140225002500	100000038240	1400	204908	1402500	0000000	2000	0000000000	0
140228002800	100000032368	1400	204910	0000000	0000000	2000	0000000000	0
140229011000	100000038280	1400	204912	1406200	0000000	1000	0000000000	0
140229011000	100000038239	1400	204912	1406200	0000000	1000	0000000000	0

A pop-up window will then display on screen where the user can select the format that they wish to use to download this information.



Special note for Business Area NC02 Companies: There is no Internal Order information maintained on the Crosswalk Table for DOT and ESC Business Areas 1500 and 4400.

Potential Error Messages from the Crosswalk Report input screen

Message	How to Resolve It:
You are not authorized to view Business Area xxxx	Contact the BEST Call Center and ask them to route a HEAT ticket to mailto:osc.beacon.fi@osc.nc.gov.
Please choose only 1 input parameter	The user has input too many additional parameters on the input screen. Only 1 additional parameter is permitted. User should remove 1 additional parameter and re-execute the report.
Internal Order not found xxxxxxxxxxxx or Budget Fund xxxxxx is invalid for Agency xxxx or AMU xxxxxxx is invalid for Agency xxxx or Budget Code xxxxxx is invalid for Agency xxxx	These messages are all related to the data input by the user in the Additional Parameters section of the input screen. These 4 different messages are due to the entry of invalid input. User needs to input the correct data.
Internal Order xxxxxxxxxxxx is invalid for Agency xxxx.	This message is generated because it does not exist on the Crosswalk Table.

Change Record

9/25/23 – Document created. – Lisa Kaull